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RETURN TO
RECORDS MANAGEMENT DIVISION
AUG 24 1956

MEMORANDUM FOR: Director of Communications
Director of Personnel
Director of Training
General Counsel
Special Support Assistant to DD/S
Director of Security
Chief, Audit Staff
Comptroller
Director of Logistics
Chief, Medical Staff
Chief, Management Staff
Chief, Commercial Staff
Chief, Project Administrative Planning Staff

SUBJECT: Reports Management

1. The reports survey conducted last Fall revealed two significant facts: (a) in the DD/S area we spend over 100,000 hours yearly preparing reports, and (b) analyzing the need for reports pays dividends. Recommendations were developed on 45 of the 226 reports examined. Improved practices already have eliminated over 7,000 hours of headquarters reporting.

2. I am convinced that reports management should be continued in the DD/S area. You are therefore asked to establish permanent measures to control and improve your internal reports and to coordinate requirements for external reports with the Records Management Officer for Reports, Management Staff.

3. Effective 1 October 1956, each approved requirement for a recurring report shall be assigned a reports control symbol. Thereafter, personnel who receive a requirement for a recurring report which has not been assigned a symbol, shall so notify their Reports Management Officer and defer complying with the requirement until notified that it has been approved.

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b. Attached is a basic guide for operating your reports management program. The Records Management Officer for Reports will assist your staff in applying this guide to meet the particular needs of your component.

(signed) H. Gates Lloyd
H. GATES LLOYD
Acting Deputy Director
(Support)

Attachment
Program Guide

Distribution
1 - Each addressee
2 - DD/S
2 - MgtS/RMS

MgtS/RMS pat (8/23/56)

JPH 8/23

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